

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 24 March 1954

FROM : Assistant Director for Personnel

SUBJECT: Service Computation Dates.

1. This office has encountered the problem of reflecting correct service computation dates for leave earning purposes of employees who have been on leave without pay for over six months in any one calendar year.

2. We realize that C.I.A. Regulation [REDACTED] states that a personnel action will be prepared when leave without pay for 60 or more calendar days is recommended for approval. However, to avoid possible overpayment of employees leaving the Agency, employees leave earning rate changing prior to required service, etc., it is necessary that this office be notified of employees who have been on leave without pay for a period in excess of six months in any one calendar year.

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3. It would be appreciated if arrangements can be made to furnish this office a list of employees who have been in a leave without pay status in excess of six months as of 31 December in each calendar year. This list should be forwarded to the Chief, Processing and Records Division as soon as possible at the close of each calendar year.

4. We would also appreciate a review of the leave records of present staff employees for those employees who have been in a leave without pay status in excess of six months in calendar year 1953 and prior. Upon receipt of such list, the service computation date will be redetermined and the appropriate payroll office notified.

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1 Sept 55  
This memo + the attached comments by Finance Div + Fiscal Div. were discussed with Mr. Meloon who stated that in light of the time + costs involved, as indicated by Finance + Fiscal he would consider the matter further. He advised that he would be called. He has not called yet. He is in the agency so this has gone to file.

HARRISON G. REYNOLDS

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